



County of York

District Attorney's Office Legal Secretary – District Court EXTERNAL Job Posting

Position: Legal Secretary – District Court

Status: Full-time (37.5 hrs week)

FLSA: Hourly / Union

Rate of Pay: Pay Grade 5 – M.S.E.A. Scale - \$15.03/hour

Reports to: District Attorney or Designee

Purpose of the Position

This full-time Legal Secretary position will assist the District Attorney and staff with the efficient and accurate processing of all District Court documentation and processing.

Scope/Supervision

Works under the general supervisor of the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations and state laws.

Responsibilities and Examples of Duties

1. Handling and responding to oral and/or written correspondence directed to District Attorney's office.
2. Manage site trial list to include preparation and filing of motions, chemical requests, coordination with District and Superior Court Clerks Offices.
3. Process and distribution of mail to include incoming postal mail, inter-office mail and Clerks mail.
4. Processing of incoming police reports for screening, arraignment, or filing for adult and juvenile case load.
5. Required updating of case files after all court hearings.
6. Responsible for timely filing of paperwork with Clerk of Courts

7. Perform typing of complaints, juvenile petitions, motions, letters, and/or general correspondence on a daily basis.
8. Prepare and forward all prisoner paperwork on a current, daily basis to satellite offices.
9. Data entry as needed in case management software. (*Justware*)
10. Travel to various District Court satellite offices on a daily/weekly basis as needed.
11. Other duties as may be assigned from time to time by supervisory personnel

Knowledge, Skills and Abilities

High School graduate or equivalent required. Direct customer service experience helpful, but not required. Professional and courteous demeanor required. Valid Driver's License required.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website:

www.yorkcountymaine.gov

York County is an equal employment opportunity employer.

**This County EXTERNAL posting will expire on
Friday, April 8, 2016 @ 4 pm**